CHAPTER 303

DEPLOYMENT ACTIVITIES

A. GENERAL

1. Deployment is:

   a. The movement of forces within operational areas.

   b. The relocation of forces and materiel to desired operational areas. Deployment encompasses all activities from origin or home station through destination, specifically including intra-continental US, intertheater, and intratheater movement legs, staging, and holding areas.

   c. The positioning of forces into a formation for battle.

   d. In naval usage, the change from a cruising approach or contact disposition to a disposition for battle.

   e. The deployment process links the deployment of forces to their employment, sustainment and redeployment in support of the CDR's course of action. It provides the framework that ensures forces are available to execute and be sustained through their assigned mission while the theater logistics footprint is minimized to the maximum extent possible.

2. Purpose and Scope. This chapter contains air, water, JLOTS, rail and highway deployment procedures. It applies to contingency operations, training exercises, humanitarian, peacekeeping, and wartime across the operational spectrum. Conduct of a unit movement requires selection of equipment, careful load planning, personnel processing, and proper documentation. It requires marshalling transported units, POE reception, cargo inspection, out-loading procedures, and the reception and disposition of forces at the POD. Conduct planning, marshalling, and out-loading procedures for airborne operations IAW FM 100-27/AFM 2-50 USA/USAF Doctrine for Joint Airborne and Tactical Operations. Additional guidance is published in the SDDC TEA (http://www.tea.army.mil/) Pamphlet 55-24, Vehicle Preparation Handbook for Fixed Wing Air Movements.

B. AIR TRANSPORTATION

1. Airlift Request Procedures. Airlift is requested via one of two separate procedures.

   a. For JCS and CDR-scheduled exercises or JCS-directed deployments, airlift requirements are registered and validated in JOPES. Procedures are spelled out in JP 5.03.1 Joint Operation Planning and Execution System, Volume I, (Planning Policies and Procedures).

   b. For movement other than those addressed in Paragraph B.1.a, above, airlift requirements are identified via a SAAM request. SAAM requests, Service validations, and movement procedures will be IAW this Regulation, Part I, and Part II.

2. Missions and Functions.

   a. USTRANSCOM, in conjunction with the TCCs, will:

      (1) Coordinate with supporting and supported commands to ensure the TPFDD is validated in advance.

      (2) Ensure TPFDD requirements are scheduled for transportation from APOEs to APODs.

      (3) Ensure air movement schedule changes are published and coordinated.

      (4) Monitor movement status of validated air movement requirements.

      (5) Schedule airlift to move units from APOEs to APODs based on validated movement requirements.

      (6) Notify, via official message or JOPES newsgroup, all involved commands and units of their air movement schedules and type and number of airlift assets allocated against the movement requirement.

      (7) Coordinate with SAAM Service Validators on unit capability to generate electronic manifests.

   b. Unified Commands will:

      (1) Provide validated movement requirements.

      (2) Coordinate changes to movement requirements prior to, and following, deployment execution.

      (3) Designate the Service component to perform A/DACG functions in joint operations.

      (4) Designate an agent to act as the joint movement control group.

      (5) Designate an agency to validate SAAMs within their AO.

   c. Major Commands will:

      (1) Ensure the parent organization or home station installation CDR from which deploying units originate, organize, equip, and train personnel for A/DACG duties.

      (2) Validate deploying unit SAAM requests to the unified command agency.

   d. Host or supporting installations will:

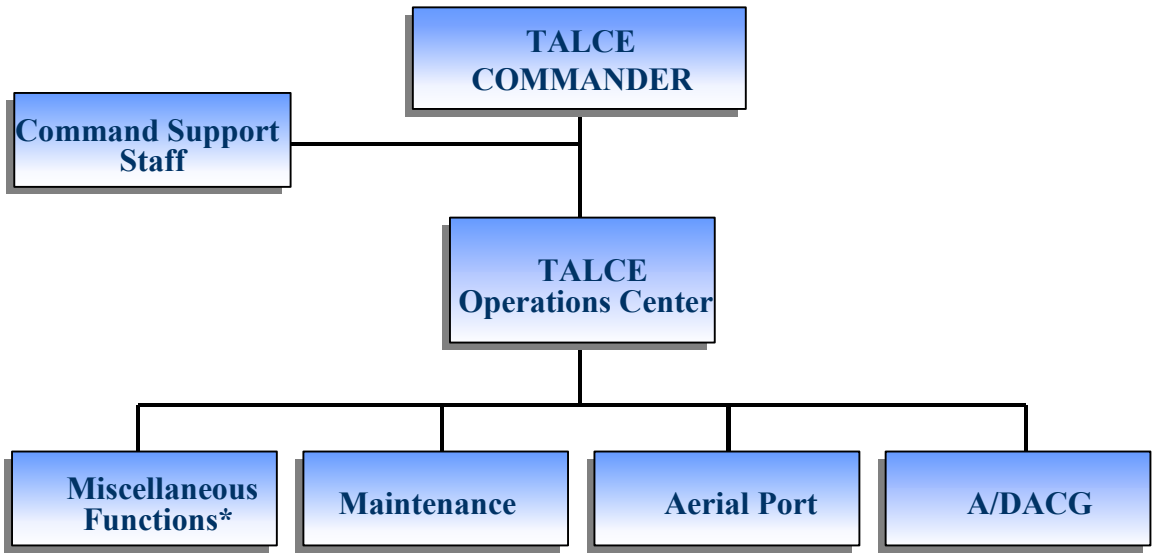
      (1) Provide A/DACG and support deploying mobility forces as requested, i.e., MHE, container handling equipment, manpower, fuel, or staging facilities.

      (2) Be the primary provider of mobility forces and MHE support when the aerial port/air terminal is the host.

(3) The host or supporting installation will be the primary provider of mobility forces when the aerial port/air terminal is operating as a tenant unit. The tenant aerial port will be consulted for MHE and technical support.

e. Mobility Forces (see "Mobility Forces" in Definitions) will consist of TALCE, Mission Support Element (MSE), Mission Support Team (MST), fixed aerial port, or air terminal.

(1) TALCE. TALCE is an element of an Air Mobility Control Unit (AMCU) or a stand-alone organization within a unified command theater of operations. A TALCE may be deployed to any worldwide location where airlift C2 and mission support is required but does not exist. A TALCE is commanded by an officer certified as a TALCE CDR. A TALCE has a TALCE Operations Center (TOC) that serves as the focal point for deployed C2. TALCE procedures are contained in this regulation to familiarize deploying units and A/DACG with functions and assistance normally provided by a TALCE. These procedures are limited to aerial port functions (Appendix M) of a TALCE which impact on mission planning, preparation, and execution of airlift operations. Figure 303-1 shows a typical TALCE organization.



*** Weather, Flight Surgeon, Safety, Information Management, Intelligence, Combat Tactics, Combat Control**

Figure 303-1. TALCE Organization

All areas shown are not required for every operation and a TALCE may include additional MSEs. The TALCE will:

(a) Maintain operational control over Air Force airlift units and all airlift aircraft participating in an operation at the TALCE site.

(b) Coordinate all Air Force operational aspects of the airlift mission.

(c) Be responsible for aircraft movement control, communications, technical supervision of aircraft loading and off-loading operations, aeromedical evacuation, and marshalling of aircraft.

(d) Provide continuous liaison with all interested agencies to ensure the operation is proceeding according to plan.

(2) MSE. MSEs perform maintenance and flying safety in support of TALCEs or existing AMC/non-AMC operations throughout the world. They also provide weather, aerial port, and intelligence support. When deployed with a TALCE, the MSE is under direct command of the TALCE CDR. When deployed to augment an existing operation, an MSE may be under the command of HQ AMC TACC.

(3) MST. A MST is deployed to locations where airlift C2, and mission support is required but nonexistent, and where a full TALCE is not required. A MST will provide air movement coordinating activities of a TALCE. A MST performs maintenance, aerial port, and related support functions as required. A MST will not have a TOC; however, as an extension of airlift C2, a MST will provide minimum C2 reporting consistent with mission requirements. A MST performs the same function as a TALCE; but is managed by an enlisted supervisor.

(4) Aerial Ports and Air Terminals. Although most aerial ports are under AMC control, some are not. For a complete list of these facilities see Appendix M.

(a) In most cases, designated aerial ports are regular or special foreign clearance bases as defined in DOD 4500.54-G. Air terminals are facilities that function as air transportation hubs and accommodate loading and unloading of aircraft and in transit processing of traffic. The airfield on which an air terminal is located may or may not be designated an aerial port.

(b) Focal point for aerial ports or air terminals is the Air Terminal Operations Center (ATOC). The ATOC serves as the control center for all air transportation related activities. An MSE/MST, fixed aerial port, or air terminal will have an ATOC function. The A/DACG will coordinate with the ATOC for all deploying unit requirements. ATOCs normally consist of information controllers, ramp coordinators, load planners, airlift requirements forecaster, records section, and duty officer. The ATOC normally will coordinate air transportation activities as specified below, unless accomplished by another aerial port/air terminal organization:

1 Validate all load plans, cargo, and passenger manifests, as complete and accurate.

2 Supervise load teams.

3 Provide technical assistance to airlifted unit on preparing cargo and passengers for airlift.

4 Coordinate airflow information and control airlift aircraft and any mission support load teams that may be involved.

5 In conjunction with the deploying unit and A/DACG, coordinate the inspection of cargo offered for airlift to ensure it is movement ready.

6 Provide MHE and operators when MHE is not organic to the unit being transported or to the airfield operator.

7 Provide or expand automated data systems' availability at air terminal.

f. The TO or MO will act as the single POC for unit movements and movement of non-unit related personnel moved under the scope of this regulation.

g. Deploying unit will:

(1) Prepare passengers and cargo for airlift IAW procedures set forth in this Regulation, Part I, Chapter 103; and Part II, Chapter 203.

(2) Prepare and certify hazardous cargo and equipment.

(3) Prepare and certify aircraft load plans.

(4) Provide trained load teams to load, off-load, and secure cargo to aircraft.

(5) Furnish any required shoring, dunnage, and vehicle operators.

(6) Provide personnel and equipment to perform A/DACG functions as directed by their major command.

(7) Transmit cargo and passenger manifests IAW DOD timeliness criteria located in Table 302-2.

(8) Provide and operate MHE to load and unload aircraft when it is within the units' capability.

(9) Request SAAM support through the Service validator. Provide means to create electronic manifest.

(10) Prepare personnel and cargo electronic manifests and forward to GTN IAW DOD timeliness criteria (Table 302-2).

(11) Prepare cargo and equipment using designated automatic identification technology enablers.

(12) Figure 303-2 summarizes unit movement responsibilities. Specific responsibilities of participating organizations and agencies are discussed in detail in this chapter and Appendices.

h. Shipper (other than a deploying unit) will:

(1) Prepare cargo and equipment for airlift. Preparation includes weighing, marking, labeling, measuring, palletizing, securing, and manifesting cargo, as well as computing the Center of Gravity (CG).

(2) Prepare and certify hazardous cargo and equipment IAW DOD and Service Regulations.

The Air Force's AMC and Services will perform the following responsibilities as indicated:

	UNIT MOVE FUNCTIONS	RESPONSIBLE UNIT	
		AMC Mobility Force	Services
1.	Prepare cargo (weigh, mark, measure, load, secure, manifest, and compute Center Of Gravity (CG))		X
2.	Prepare and transmit electronic passenger and cargo manifest		X
3.	Prepare and certify hazardous cargo		X
4.	Prepare and certify load plans		X
5.	Provide load teams		X
6.	Load, secure, and off-load cargo		X
7.	Provide shoring, dunnage, and vehicle operators		X
8.	Establish and operate A/DACG		X
9.	Validate load plans	X	
10.	Validate passenger manifests	X	
11.	Supervise load teams	X	
12.	Provide technical assistance	X	
13.	Provide aircraft control	X	
14.	Provide control of load teams	X	
15.	Coordinate airflow information	X	
16.	Provide MHE and/or CHE (see Note)	X	X
17.	Provide MHE and/or CHE operators (see Note)	X	X
18.	Perform MHE and/or CHE maintenance (see Note)	X	X
19.	Perform joint inspection	X	X
20.	Apply automatic identification technology to unit equipment		X

Note: AMC will provide and operate Air Force-unique Container Handling Equipment (CHE)/MHE that is required but beyond the capability of user to provide, e.g., K-loaders, wide-body loaders.

Figure 303-2. Unit Movement Responsibilities

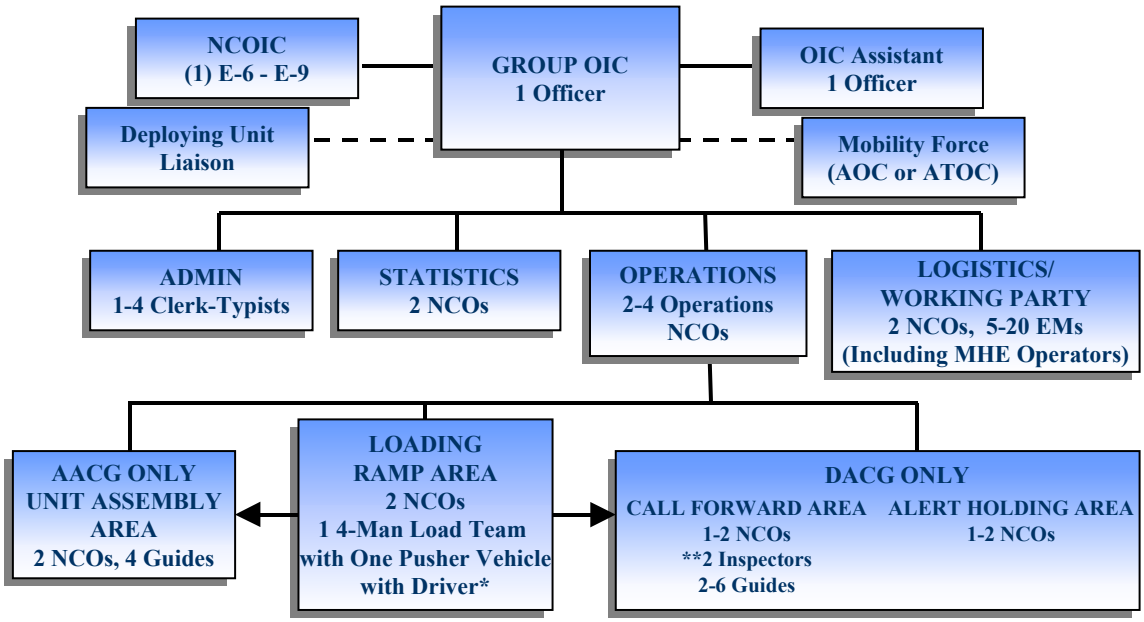
i. Departure Airfield Control Group (DACG). Throughout this regulation references made to DACG and Arrival Airfield Control Group (AACG) include US Navy and US Marine Corps embarkation organizations; US Army (USA) Air Traffic Movement Control Teams; and all US Air Force (USAF) deployment control functions. DACG should be organized as a provisional unit, with personnel and equipment resources coming from units or activities that are not required to accompany the transported force. Occasionally, the DACG may be a joint Service component with representatives of the airlifted forces. Host or supporting installations will provide manpower augmentation to form a composite A/DACG. (See Figure 303-3.) DACG will:

(1) Coordinate and control the out-loading of units for deployment or redeployment.

(2) Coordinate with the installation CDR and the CDR of the Services' deploying units.

(3) Provide a liaison individual to the mobility force (normally the ATOC).

(4) When no mobility force is available, the DACG will perform those functions.



*Number of Load Teams and total DACG/AACG personnel required will depend on the number of aircraft being loaded at any one time (Task Organized)

**Qualified to certify hazardous loads

Figure 303-3. Typical DACG/AACG Manning Table for One, 12-Hour Shift

j. The Major Command involved in the air movement will provide the AACG. When personnel and equipment needed to accomplish the arrival function are not available at the arrival airfield, the AACG will be airlifted with the lead elements of the deploying unit. Determination of who provides the AACG will be made at the earliest time by the joint forces or CDR responsible for deployment and/or redeployment mission. The AACG will:

(1) Operate essentially the same as the DACG, except an AACG is primarily concerned with off-loading operations. (See Appendix W.)

(2) Pre-position at the arrival airfield, or will move to the arrival airfield in the lead elements of the transported force.

3. User Training and Certification. All personnel responsible for supervision of the out-loading must be thoroughly familiar with loading procedures for the types of aircraft being used. Upon request of affiliated unit, personnel will receive formal training in air movement operations from the "Air Deployment Planning Course" US Army Transportation School, Fort Eustis, VA; "Aircraft Load Planning Course ALP3558", Expeditionary Warfare Training Group, Pacific, Coronado, CA; or "AMC Affiliation Program Airlift Planner's Course." The 101st Airborne Division and 82nd Airborne Division offer similar courses. The Air Force recognizes graduates of these courses as certified air load planners. Additionally, "Air Transportation Contingency Operations Course 335AMC2T2X1-010", McGuire AFB, NJ, is available upon request to AMC for cargo movement and inspection.

4. Information Security. Information pertaining to movement of units will be classified by the originator or higher authority according to DODR 5200.1-R Information Security Program. The unit's destination and Estimated Time of Arrival (ETA) are CONFIDENTIAL unless otherwise

classified in the warning order or movement directive. The unit's major command of assignment and shipment readiness dates are FOR OFFICIAL USE ONLY (FOUO). Unit CDRs may inform unit military personnel on an FOUO basis that the unit is scheduled for deployment on or about the personnel movement readiness date.

C. DEPLOYMENT OPERATIONS

1. General. Air mobility operations involve the air transport of units, personnel, supplies, and equipment and may be conducted by any combination of force organizations. An air movement operation consists of two primary phases: the planning and preparation phase and the execution phase. Unit deployment activities are detailed in Appendix N.

2. Planning and Preparation Phase. Movement of units by airlift demands extensive advanced planning on the part of the unit to be moved. A primary objective must be to minimize the time a unit being moved is non-operational. Planning is required for the grouping of personnel and material into the most effective loads, the orderly movement to and from unit areas, and for the efficient management of the loading and off-loading of aircraft. Planning, supervising, and controlling of operations are accomplished by mobility forces, A/DACGs, and deploying organizations. The five functional areas of planning and preparation phase are: Mission Guidance, Initial Planning, Joint Planning, Preparation for Movement, and Final Coordination.

   a. Mission Guidance. The deploying unit CDR and all supporting forces require the following information to prepare for an airlift operation: mission, force, location of departure airfield and arrival airfield, departure date, projected closure time, liaison (including the names, locations, telephone numbers of the deploying unit CDR(s) and CDRs of A/DACG, mobility forces and other supporting activities), and coordinated time and location of the joint planning conference.

   b. Initial Planning. Actions necessary to prepare the deploying unit and support elements to participate in the joint planning conference are as follows:

      (1) Deployment planners and/or deploying unit will:

         (a) Identify and prioritize the number of personnel and the type and quantity of cargo and equipment to be moved.

         (b) Determine the number of 463L pallets, top and side nets, plastic pallet covers, shoring, and dunnage required. Refer to this Regulation, Part VI.

         (c) Establish liaison with the supporting mobility force, TO, and MO.

         (d) Identify secondary loads for cargo carrying vehicles or trailers.

         (e) Identify cargo or equipment in its proposed shipping configuration which, because of size, weight, or fragile characteristics, may be denied loading aboard Air Force aircraft, or requires special equipment or handling. Contact the affiliated AMCU for technical assistance on specific loading and/or preparation procedures over and above general procedures listed in the aircraft loading manual. This includes any item that exceeds any of the following:

            1 Length--240 inches (6.10 m).

2 Width--96 inches (2.44 m).

3 Height--96 inches (2.44 m).

4 Weight--20,000 pounds (9,072 kg).

5 Weight per linear foot--1,600 pounds (727.3 kg).

6 Floor contact pressure--50 psi (Pounds per Square Inch) (3.53 kg per square centimeter).

7 Maximum wheel load (vehicle with pneumatic tires)--2,500 pounds (1,134 kg).

8 Maximum axle load (vehicle with pneumatic tires)--5,000 pounds (2,273 kg).

(f) Identify cargo or equipment which is hazardous or sensitive, and which requires special preparation (AFMAN 24-204(I)/TM 38-250/MCO P4030.19H/NAVSUP Pub 505/DLAI 4145.3).

(g) Request technical assistance for preparing equipment and training personnel from affiliated AMCUs. CONUS active duty AMCUs are the 621st Air Mobility Operations Group (AMOG), McGuire AFB, NJ, 615th AMOG, Travis AFB, CA. Reserve AMCUs are located at the 94th Airlift Control Flight (ALCF), Dobbins Air Reserve Base, GA, 302nd ALCF Peterson AFB, CO, 315th ALCF Charleston AFB, SC, 349th ALCF, Travis AFB, CA, 433rd ALCF, Kelly AFB, TX, 439th ALCF, Westover AFB, MA, 440th ALCF, General Billy Mitchell International Airport, WI, 445th ALCF, Wright-Patterson AFB, OH, 446th ALCF, McChord AFB, WA, 452nd ALCF, March AFB, CA, 512th ALCF, Dover AFB, DE and the 514th ALCF, McGuire, AFB NJ. The Guard AMCUs are located at 118th ALCF, Nashville, TN, 123rd ALCF, Standiford Field, KY, 133rd ALCF, Minneapolis, MN, 136th ALCF, Hensley Field, TX, 137th ALCF, Tinker AFB, Oklahoma City, OK, 146th ALCF, Channel Island, CA and 172nd ALCF, Jackson, MS. Technical assistance includes mission planning, aircraft loading and off-loading, and affiliation training.

(h) Plan and coordinate staff assistance in the areas of administrative support, unit movement training, air movement planning, and logistics and maintenance support. Training of the deploying unit will include indoctrination in the standard safety practices of operation in and around aircraft.

(i) Appoint a MO at each level involved in the movement.

(j) Develop plan for movement to the departure airfield.

(k) Ascertain US territories and possessions; and foreign agricultural, customs, and immigrations clearance requirements and procedures. Refer to this Regulation, Part V, Customs and Border Clearance Policies and Procedures, and the Foreign Clearance Guide.

(l) Provide support requirements, i.e., MHE, weighing devices, prime mover vehicles, to the A/DACG and airfield support forces.

(m) Identify requirements for in-flight communications.

(2) If a DACG is required, it will:

(a) Coordinate with the TALCE to establish A/DACG training requirements.

(b) Confirm number of personnel and type and quantity of cargo and equipment to be moved.

(c) Determine time frame during which on-loading and off-loading will be accomplished.

(d) Confirm the locations of departure and arrival airfield(s), marshalling, and unit area(s) in conjunction with the installation CDR and the deploying unit.

(e) Determine departure and arrival airfield's logistical and administrative facilities available to A/DACG and deploying unit.

(f) Develop an organizational structure with staffing requirements to include special personnel skills, administrative requirements, load teams (from rear echelon or provisional units), and communications prior to the local joint planning conference.

(g) Determine user support equipment requirements, i.e., MHE; POL; weighing devices; prime mover vehicles.

(h) Determine availability of MHE organic to deploying organization or APOE/D. Request mobility force to position MHE to fill required shortfalls.

(i) Establish liaison with deploying unit and other supporting activities.

(j) Coordinate US (to include US territories and possessions) and foreign agricultural, customs and immigration clearance requirements and procedures.

(k) Determine and coordinate crash, fire, and rescue protection requirements.

Note: If a DACG is not required or established, the above functions may be performed by a TALCE, Unit Mobility organization, Movement Control Center (MCC), Air Terminal Movement Control Team (ATMCT), or Theater Joint Movement Center.

(3) Mobility forces will:

(a) Review mission directive and scope of operation and prepare a tentative flow schedule and plan of operation.

(b) Designate organization to deploy in support of mission requirements.

(c) Provide qualified personnel for the airfield survey team.

(d) Establish initial coordination with the deploying unit and supporting A/DACG to review requirements in paragraphs (1) and (2) above.

c. Joint Planning. A series of field level joint conferences is required during the planning phase. Conferences are necessary to ensure coordination, a clear understanding of responsibilities, and a mutual understanding of regulatory guidance. At a minimum, a joint planning conference will be held as soon as possible after receipt of an air movement order or directive. Key personnel will represent all participating elements at these conferences. These personnel must be able to resolve problems and make decisions for their organization, including interface requirements. These formal conferences do not rule out a need for continuous coordination throughout the planning cycle.

(1) Deployment Planners and/or Deploying Unit will:

(a) Verify whether the AACG will be established by the destination command or installation, or the deploying organization(s).

(b) Provide a consolidated and prioritized unit personnel and equipment list. The list must include weight, dimension, line item, and index number, and model and nomenclature of equipment offered for movement. The list must also identify material requiring special handling or loading procedures.

(c) Designate a UMO to represent the CDR of the unit being transported. Appendix A addresses UMO functions and responsibilities.

(d) Determine requirements for type and source of materials to be used to restrain cargo in vehicles and trailers. Review inspection procedures and documentation requirements for hazardous cargo and organizational cargo and equipment that require special handling. (See Appendices J, K, O, and V and AFMAN 24-204(I)/TM 38-250/MCO P4030.19H/NAVSUP Pub 505/DLAI 4145.3 for additional guidance.)

(e) Coordinate procedures for transporting individual weapons, ammunition, and equipment.

(f) Verify shoring requirements, ensure shoring availability prior to out-loading, and establish destination disposition procedures.

(g) Determine training requirements to ensure that all personnel responsible for loading procedures and electronic documentation are properly trained.

(h) Review US (to include US territories, and possessions) and foreign border clearance requirements and procedures.

(2) The A/DACG will:

(a) Determine any special requirements for personnel and equipment including weighing capability, pusher vehicles, security, and equipment washing and defueling stations.

(b) Confirm unit deployment schedule and airflow.

(c) Coordinate with the mobility force on the type and number of aircraft needed.

(d) Confirm size and type of units.

(e) Validate shoring and floor protection requirements and ensure 463L dunnage availability and disposition.

(f) Coordinate the use of departure and arrival airfield facilities.

(g) Confirm coordination contacts and determine other liaison requirements.

(h) Obtain list of unit personnel and equipment to be on-and off-loaded. Problem items will be identified for load planning and coordination with mobility force.

(i) Finalize A/DACG organization including aircraft load teams and training requirements.

(j) Determine and coordinate crash, fire and rescue protection requirements.

(k) Ensure the respective Service deployment AIS is available to facilitate movement and capture information to include ITV information/data.

(3) The mobility forces will:

(a) Confirm type, configuration, and number of aircraft allocated to move personnel, cargo, and equipment.

(b) Review border clearance requirements and procedures for the US, its territories and possessions and foreign border clearance/HN. This will include any special handling procedures, and inspections for hazardous, outsize, or unusual equipment and cargo.

(c) Coordinate movement priorities established by deployment planners and deploying unit(s).

(d) Coordinate the requirements for special training or load planning assistance to be provided to the A/DACG and deploying unit(s).

(e) Coordinate dates, times, and places training will be conducted.

(f) Determine the requirements for MHE, weighing equipment, 463L pallets, cargo nets, and other equipment.

(g) Determine number of load team supervisors and load inspectors.

(h) Confirm coordination contacts.

(i) Provide a briefing on the tentative plan of operations, including a flow schedule, aircraft parking, communications plan, and safety requirements.

d. Preparation for Movement. This phase begins with receipt of the mission directive or order, and continues through the planning phase until execution.

(1) Deployment planners and/or deploying unit will:

(a) Jointly prepare the air movement plan with the mobility force representatives. This plan will include sufficient details to ensure an orderly execution of the deployment mission. The plan addresses all aspects of load planning and electronic passenger and cargo documentation. (See Appendix V.)

(b) Prepare personnel, cargo, and equipment for air movement IAW established priority, sequence, and Appendix O and Appendix H.

(c) Prepare packing list, Figure 303-4, for secondary loads in vehicles and trailers, and include the list with the vehicle and trailer.

(d) Complete training requirements IAW Appendix B.

(e) Identify armed personnel guarding security equipment and make their presence known to the aircraft CDR.

(f) Prepare individual weapons and ammunition as established during joint planning conference and IAW Appendix J.

VEHICLE PACKING LIST FORMAT

General Information:
- Unit Designation
- Date Load Card Compiled
- Driver's Name and Grade

Vehicle Information:
- Type of Vehicle
- Length of Vehicle
- Width of Vehicle
- Height Loaded
- Empty Weight
- Cargo Bed Diagram
- Loaded Weight

Cargo Bed Diagram:
- Cargo Description and Type Pack
- Quantity of Each Item of Cargo by Pack
- Weight of Each Item of Cargo by Pack

Figure 303-4. Format for Vehicle Packing List

(g) Ensure maximum use of vehicle/trailer cargo carrying capability. Ensure the load complies with individual Service requirements as pertaining to the rated capacity.

(h) Finalize specific aircraft load plans and prepare passenger and cargo manifests with mobility forces. Documentation for items requiring special handling is discussed in Appendix J. See Appendix V for additional guidance.

(i) Provide required shoring, floor protection materials, and 463L MHE. Service technical manuals and aircraft technical orders (Dash 9) provide guidance on shoring requirements for certain types of loads.

(j) Appoint a planeload or troop CDR (chalk leader) for each mission aircraft carrying passengers. (See Appendix T.)

(2) The A/DACG will:

(a) Establish departure/arrival airfield operational areas in coordination with mobility force. (See Appendix W for AACG checklist)

(b) Accomplish training needed to ensure all A/DACG personnel are qualified to perform mission.

(c) Collocate with the supporting mobility force and maintain close liaison with both the mobility force and deploying unit.

(d) Coordinate for support equipment availability, e.g., MHE, fire protection equipment, POL (including defueling capability), food service, inspection area, lighting, first aid, weighing devices, and pusher vehicles. **Note**: Pusher vehicles are assigned one per loading team to function as team transport and a loading aid. See Technical Bulletin 9-2300-415-40, Front Bumper Mounted Towing Hitch for instructions on how to fabricate the front bumper mounted towing hitch for the pusher vehicle.

(3) The mobility force will:

(a) Establish operations at departure and arrival airfields and provide adequate space for liaison representatives of the A/DACG. **Note**: The mobility support force will provide for specialized MHE, drivers, cargo inspectors, and load team personnel to accomplish the mission only when the required personnel and equipment are not available from the deploying unit or the supporting unit, and when these assets have been requested at the Joint Planning Conference preceding the move.

(b) In coordination with the deploying unit, validate airlift requirements and required documentation. (See Appendix V.)

(c) Ensure a communications network and infrastructure is established.

(d) Ensure a mobility support force member is prepared to conduct the final briefing for the deploying unit and all supporting elements. This person must also establish or confirm responsibilities, procedures, schedules, vehicle and personnel traffic routes, and safety requirements.

e. Final Coordination. The task force CDR representative will conduct a final joint coordination meeting with representatives of the deploying unit, A/DACG, and the mobility force. At this meeting, these organizations will provide the status of their planning to include any changes

in the deployment sequence, priority, or the scheduled airflow, plus identify and resolve any problems.

3. Execution Phase.

   a. General. This section discusses the functional areas of the execution phase of an air movement from the APOE to the APOD. Movement to the APOE will be accomplished IAW this chapter.

   b. Departure Airfield Operations. There may be four separate areas of activity in departure airfield operations: marshalling area, Alert Holding Area (AHA), call forward area, and the ready line/loading ramp area. (Figure 303-5.)

      (1) Marshalling Area. The deploying unit is responsible for activities conducted within the marshalling area. In this area, the unit prepares for air movement by assembling vehicles, equipment, supplies, and personnel into mission loads (chalks). These loads will be manifested IAW Appendix V and are sent to the AHA upon notification from the DACG or mobility forces. (See Appendix Q.)

      (2) AHA. The DACG and/or host installation is responsible for activities conducted within the AHA. The deploying units will check-in with the AHA team chief. Deploying units will complete final preparation and assembly of personnel, cargo, and equipment into individual mission loads (chalks). Control of chalks is transferred to the DACG upon completion and acceptance of personnel, cargo, and equipment. Normally, personnel assigned to the AHA do not deploy. The DACG will call for movement of personnel, cargo, and equipment from the AHA to the call forward area. (See Appendix R.)

      (3) Call Forward Area. The activities conducted within the call forward area are the responsibility of the DACG, host installation, and the mobility force. In this area, the Joint Inspection (JI) is conducted and discrepancies corrected. Members of the deploying unit and the mobility force accomplish this inspection jointly. This is the final check to ensure all cargo and equipment is properly prepared and documented for safe and efficient air shipment. Improperly prepared cargo and equipment will not be accepted for airlift until all discrepancies are corrected. Incomplete chalks will not be accepted for JI. Cargo and equipment loads must be available for JI six hours prior to aircraft departure. In the absence of an automated means to transmit unit manifest information to GTN, the unit will coordinate with a manifesting element to provide an electronic file to the manifesting team six hours prior to departure for cargo and three hours for passengers or as soon as is feasible following completion of the JI. The specific timing of the event will be coordinated between the supported unit, the DACG and the mobility force during pre-movement planning. Personnel must be available for passenger briefings and manifest checks three hours prior to departure. (See Appendix S.)

      (4) Ready Line and Loading Ramp Area. The mobility force is responsible for and controls activities conducted within the ready line and loading ramp area. This area receives personnel, cargo, and equipment from the call forward area; directs aircraft loading in conjunction with aircraft loadmasters; supervises the supported Service while loading and restraining cargo aboard aircraft; conducts additional briefings; and inspections to facilitate loading of the aircraft. (See Appendices U, Y, and Z.)

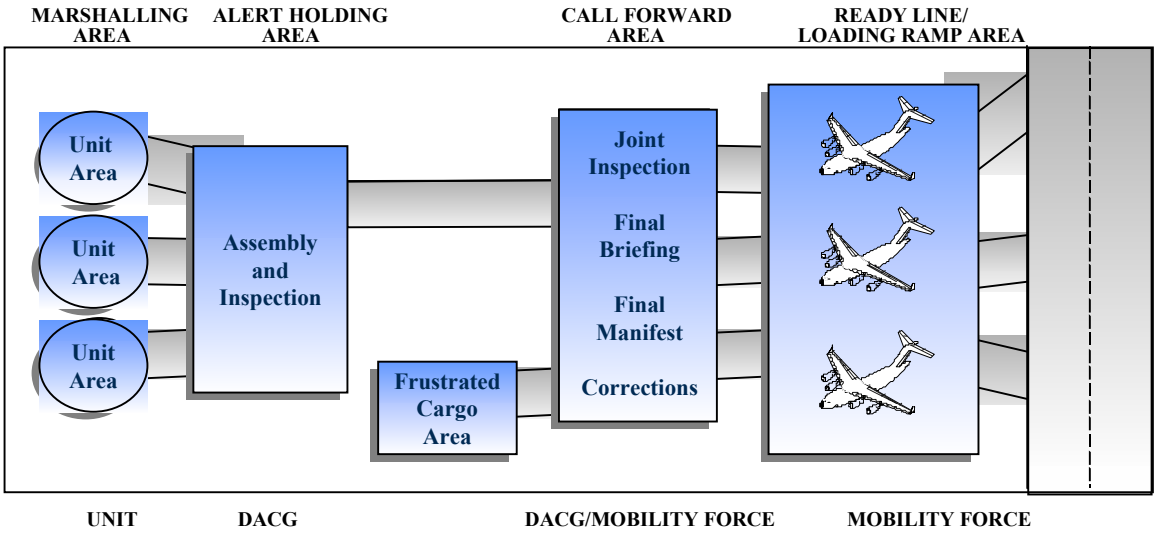


Figure 303-5. Departure Airfield/Operations

4. Support Functions. Air movement of units involves detailed planning in all aspects of control, coordination, preparation, and execution that have a direct impact on the operation. Several of the support functions related to a successful deployment are security, communications, and safety.

   a. Security.

      (1) During airlift operations conducted at airfields and air bases, the installation CDR is responsible for overall installation security. The deploying unit CDR is responsible for the security of the marshalling and SAs. These responsibilities also apply at the arrival airfield.

      (2) Because of the security requirements involved in air movement operations, the CDRs at all echelons of the participating forces must establish and enforce strict internal security measures.

      (3) Aircraft will be parked in a secure area for loading and off-loading unit equipment and personnel.

      (4) Personnel access to the aircraft will be controlled by the mobility force.

      (5) Vehicular movement around the aircraft will be controlled by the mobility force.

      (6) When no installation security force personnel exist at the airfield, the deploying unit CDR is responsible for area security.

   b. Communications. Effective communication is essential to the success of the airlift operation. Establishing an effective communication system is the responsibility of the mobility force and the A/DACG. The focal point of the airlift operations communications system is the mobility force TOC. To establish these communications, the mobility force will ensure an adequate system (wire or radio) exists between all functional areas of the mobility force. The DACG is responsible for providing communications to the AHA, call forward area, the deploying unit command post, and to the TOC. In addition, the DACG will provide a wire or

radio net between the TOC and the deploying unit command post. A/DACGs will have hand-held radio communication capability. When feasible, a minimum of two frequencies will be provided to the A/DACG organizations, one for A/DACG use only and a shared frequency. Frequencies obtained will be coordinated with home station and APOE installation communications officers and the Federal Communications Commission. The mobility force will establish communications with the JI point in the call forward area. Backup communications will be established. Figure 303-6 shows point-to-point communications from the TOC to each activity in a joint airlift operation.

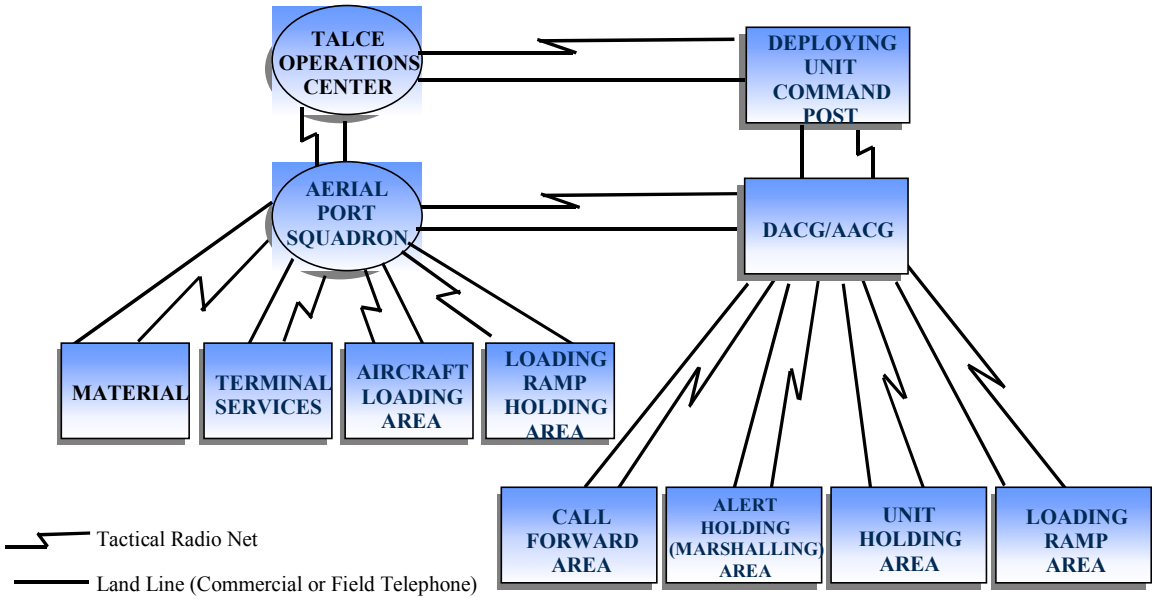


Figure 303-6. Point-To-Point Communication

c. Safety. Vehicle, aircraft, and personnel safety throughout a joint air movement operation depends on compliance with all DOD standard safety practices. Safety of vehicles and personnel will be governed by requirements of the Air Force and aircraft technical orders. These requirements apply to vehicles and personnel approaching within 50 feet of an aircraft and during all loading and off-loading operations. An AMC representative will brief participating personnel on the requirements.

(1) Personnel Precautions. All personnel involved will be briefed on the safety requirements relating to the operation. The circle of safety and vehicle access routes to transport aircraft will be included in briefings to all personnel involved. Personnel precautions are:

(a) Personnel will not sit or lie on the ramp, aircraft, or equipment; or lie under vehicles.

(b) All personnel, including vehicles and equipment guides, will stay clear of operating vehicles and equipment. At no time will personnel position themselves in the path of vehicles or equipment transiting the aircraft ramp.

(c) All personnel involved in loading and off-loading operations will wear gloves, ear protection, and safety goggles.

(d) Members of loading and off-loading teams will not wear rings or other jewelry that could create a safety hazard.

(e) Personnel will not smoke on the aircraft-parking ramp except in designated smoking areas.

(f) Equipment will not be refueled or otherwise serviced within 50 feet of an aircraft.

(g) Fire extinguishers will be placed on or near all powered equipment used in conjunction with an aircraft.

(2) Aircraft Hazards. Personnel must be aware of the following aircraft hazards:

(a) When jet engines are running, personnel and equipment must not approach the engine intake area or blast area to the rear. Intake and blast area precautions for the C-5, C-141, KC-10, C-17, KC-135E, and KC-135R are as follows:

1 C-5. Personnel and equipment must not approach within 50 feet of an engine intake. Windblast exceeding 35 Miles Per Hour (MPH) can be expected within 500 feet aft of the engine; windblasts at 200 feet will be nearly 70 MPH.

2 C-141. Personnel and equipment must not approach within 35 feet of an engine intake. Windblast speeds exceeding 35 MPH can be expected within 150 feet aft of the engine; speeds at 50 feet will be over 50 MPH.

3 KC-10. Personnel and equipment must not approach within 20 feet of an engine intake. Windblast speeds exceeding 35 MPH can be expected within 150 feet aft of the engine.

4 C-17. Personnel and equipment must not approach within 50 feet of an engine intake. Windblast exceeding 138 MPH can be expected within 28 feet and 68 MPH within 95 feet aft of the engines.

5 KC-135E. Personnel and equipment must not approach within 35 feet of an engine intake. Windblast speeds exceeding 100 MPH can be expected within 25 feet aft of the engine; windblasts at 50 feet will be nearly 40 MPH.

6 KC-135R. Personnel and equipment must not approach within 50 feet of an engine intake. Windblast speeds exceeding 65 MPH can be expected within 55 feet aft of the engine; windblasts at 180 feet will be nearly 20 MPH.

(b) Personnel and equipment must also be cautious when approaching propeller driven aircraft. The propeller danger area on a C-130 is 10 feet in front of the propeller, while wake velocity at maximum power is over 100 MPH at 200 feet behind the engines.

(c) Care must be used in movement around open doors and hatches and on the cargo loading ramp. The C-5 cargo floor level in an unkneeled position is nine feet from ground level.

(3) Vehicle Preparation for Loading.

(a) All vehicles and equipment will be inspected in the marshalling area for mechanical defects and proper fuel level. (See Appendix O for additional guidance regarding JI procedures).

(b) Appendix P provides detailed guidance for determining vehicle center of balance prior to loading aircraft.

(c) Vehicle fuel tanks must comply with AFMAN 24-204(I)/TM 38-250/MCO P4030.19H/NAVSUP Pub 505/DLAI 4145.3.

(d) Each vehicle must be checked carefully to ensure all loose or removed items are properly secured within the vehicle.

(e) Antenna tip caps will be installed on vehicle radio antenna and will not be placed less than seven feet above the ground when the clip is fastened to the antenna.

(f) All safety chains and pintle hook pins will be installed on vehicles towing trailers.

(g) Inspect all lifting and tie-down provisions.

(4) Vehicle Operation on the Parking Ramp and in the Vicinity of Aircraft.

(a) No vehicle will be driven under any part of an aircraft.

(b) Maximum speed for all vehicles within 25 feet of any aircraft will be five MPH. However, the speed of vehicles will not exceed three MPH when they are within 10 feet of the aircraft, as shown in Figure 303-7.

(c) No vehicles other than those loading or off-loading will be driven directly toward or parked closer than 10 feet from an aircraft.

(d) Vehicles will not be backed toward an aircraft without a walking guide to observe clearance for the driver.

(e) Unattended vehicles will not be parked pointing towards the aircraft. When parked, the driver's side will be nearest to the aircraft, the ignition shut down, keys in the ignitions, hand brake set, and the transmission placed in the lowest gear. (Exception: Vehicles equipped with diesel engines will have the transmission in neutral; wheel chocks are required to prevent movement.) Automatic transmissions will be placed in the PARK position. Hazard lights must be on during the hours of darkness.

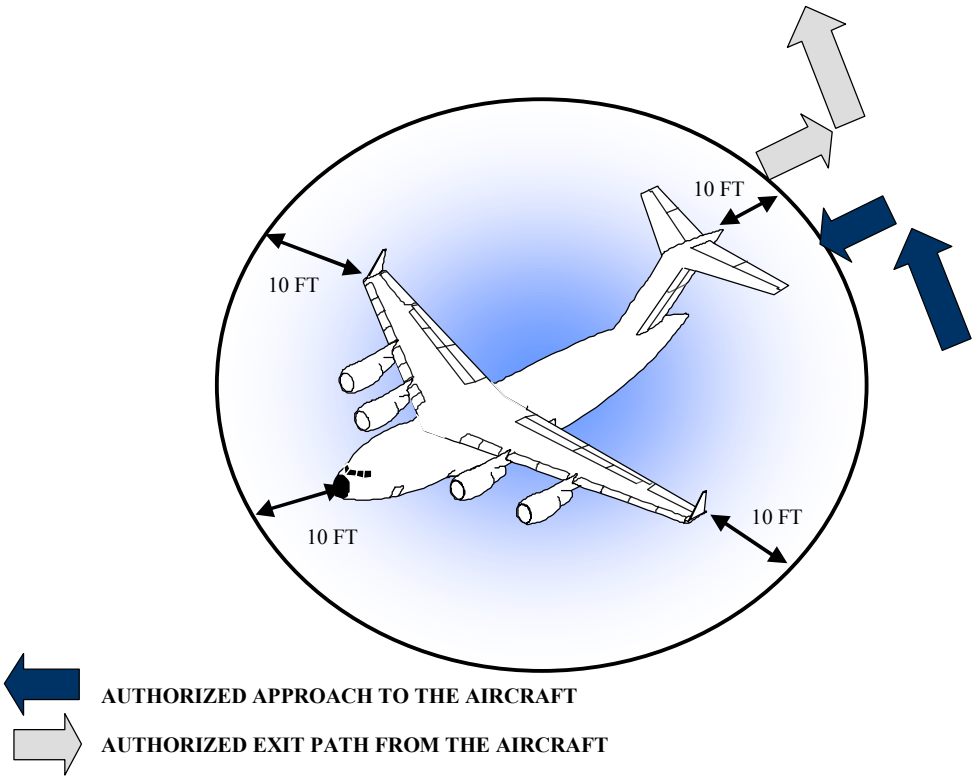


Figure 303-7. Circle of Safety and Vehicle Access Routes to Transport Aircraft

(5) Vehicle Loading on Aircraft.

(a) Only one person will provide signal guidance for vehicle operations while vehicles are being on-loaded or off-loaded from the aircraft. Vehicle drivers and equipment operators will follow the instructions of the individual designated by the loadmaster or load team chief while loading and off-loading the aircraft. (See Appendix X for standard hand signals).

(b) Vehicles on the cargo floor will not be left unattended until the minimum forward and aft restraint is provided.

(c) Equipment such as tie-down chains, chocks, or wrenches will not be thrown about the aircraft.

(d) Personnel will stay clear of winch cable operations on the aircraft.

5. APOD Reception and Onward Movement. Arrival at the APOD marks the transition from the strategic to operational level. Transfer of advance arrival information from USTRANSCOM to the gaining command is essential for reception and onward movement. Reception and onward movement are the responsibility of the theater unified command.

   a. Arrival of personnel and equipment. Deploying unit personnel will arrive at the APOD to coincide with arrival or draw of equipment, either at the A/SPOD or at the prepositioned stock sites. When unit personnel arrive, they may move:

      (1) Directly to a unit marshalling area if the unit moves with its equipment.

      (2) To prepositioned stock sites to receive equipment.

      (3) To aircraft for intra-theater air movement (air-to-air interface).

      (4) To the SPOD to receive unit equipment off-loaded from ships.

      (5) To holding areas, if equipment arrival is delayed.

   b. Marshalling area planning. Planning must focus on moving units through the PODs without delay. Marshalling areas are planned to allow rapid clearing of the PODs and make SAs available for off-loading. This reduces port congestion and the potential for slowdowns or work stoppages in off-loading operations. Marshalling areas also prepare arriving units to move forward to SAs and to the Tactical Assembly Area (TAA) as depicted in Figure 303-8.

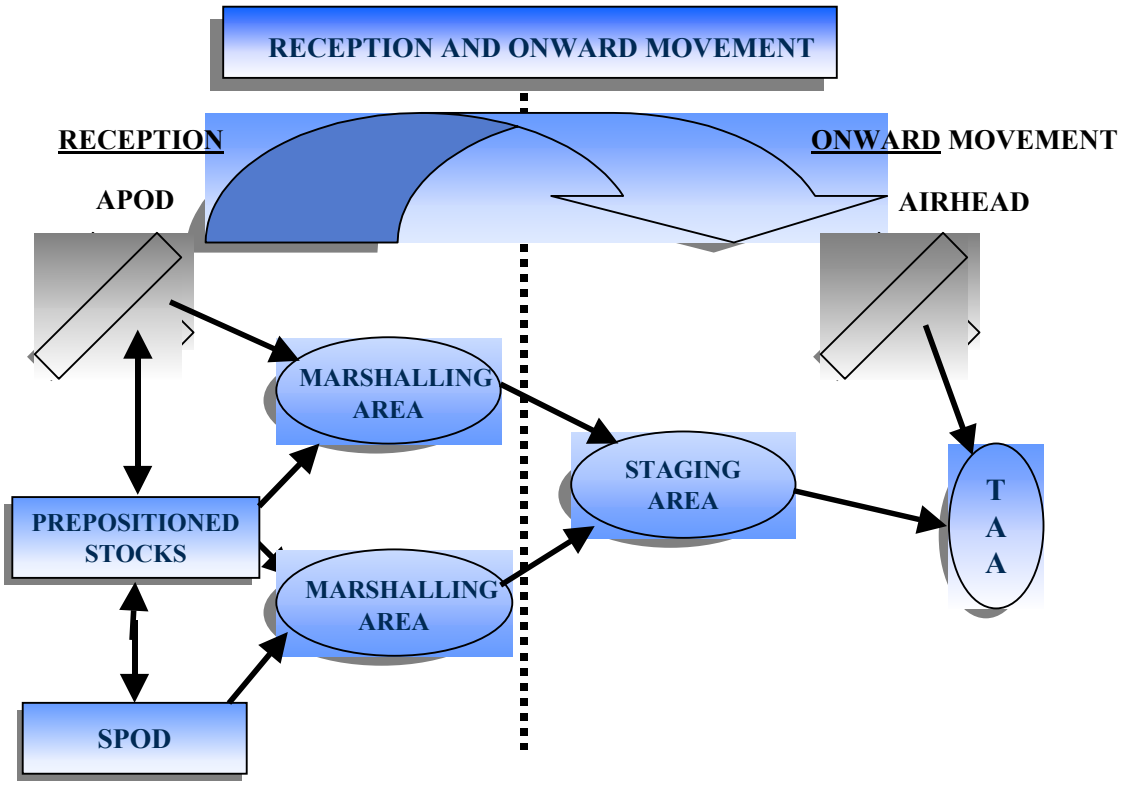


Figure 303-8. Reception Process

c. Reception at the APOD. Theater-based reception begins with the arrival of forces and their sustainment at the POD. The primary challenge of this process is APOD clearance. Except in the case of forcible entry, port-opening forces will precede the arrival of combat forces. Other support forces may either precede or arrive concurrently with combat forces to conduct force reception and onward movement operations, establish theater distribution infrastructure, or security. Reception at the APOD is coordinated by the senior logistics CDR and executed by a mobility force, AACG or both, depending upon the magnitude of the operation. The mobility force and/or AACG must be in the lead elements of the transported force. Augmentation by cargo transfer units or HN support is desired to rapidly clear the APOD.

d. APOD Operations. The main areas of the arrival airfield are the off-loading ramp, holding area, and unit area. Figure 303-9 addresses these areas and their responsibilities. The AACG and mobility force will ensure that arriving aircraft are off-loaded in a timely manner and equipment, supplies, and personnel proceed immediately to the holding area. See Appendix W for AACG checklist.

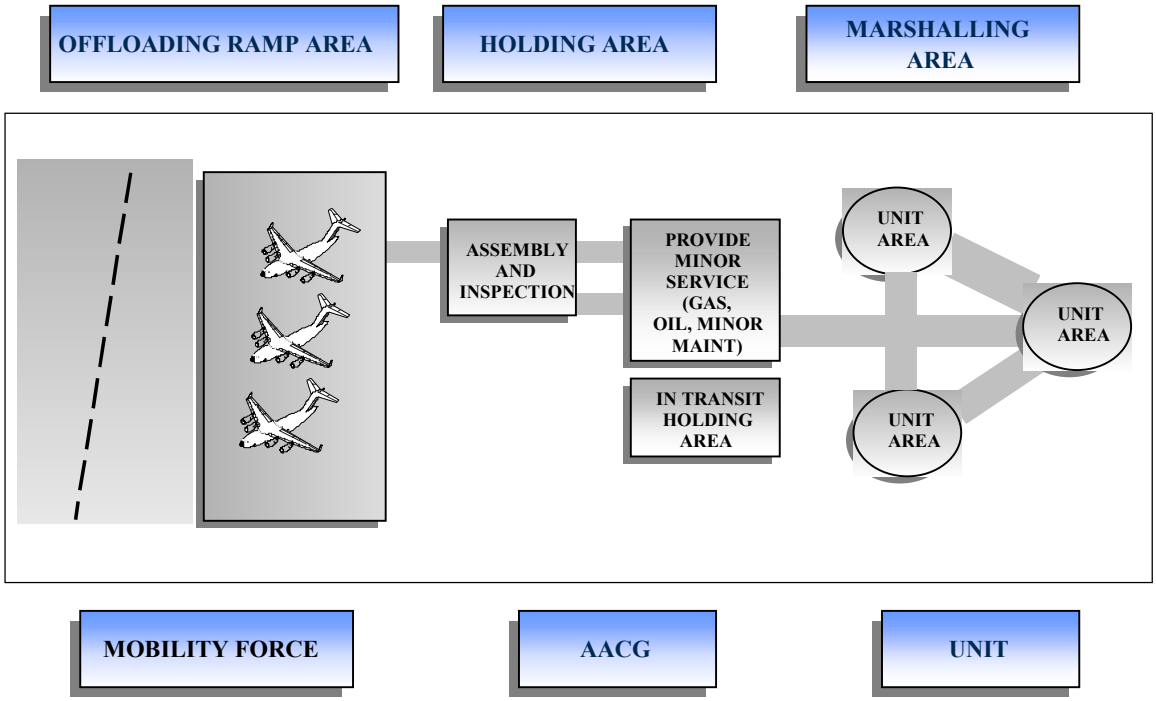


Figure 303-9. Notional Aerial Port of Debarkation

(1) Off-Load Ramp Area Activities. The off-load ramp activities are controlled by the mobility force. Each load will be released to the AACG for return to unit control at the holding area.

(a) Deploying units will:

1 Provide assistance to the loadmaster.

2 Comply with instructions from the off-load team chief when unlashing and offloading the aircraft.

3 Ensure all aircraft tie-down equipment is returned to the mobility force.

4 Retain all shoring and dunnage for redeployment.

5 Provide one copy of the passenger and cargo manifests to the AACG.

6 Maintain accountability for pallets, nets and shipping containers through the marshalling area. Ensure the breakdown and return to the DTS as soon as practical.

(b) The AACG will:

1 Maintain coordination with the deploying unit and mobility force representatives.

2 Provide off-load teams and support equipment.

3 Establish provisions for non-unit priority sustainment flow.

4 Accept each aircraft load from the mobility force at the established release point.

5 Remove shoring and dunnage from the aircraft and transfer it to the unit.

6 Establish procedures to ensure accountability of pallets, nets and shipping containers is retained throughout the reception process and that shipping equipment is returned to the mobility force for retrograde as soon as practical.

(c) The mobility force will:

1 Advise the AACG of the airflow and expected arrival of aircraft.

2 Plan and supervise aircraft parking.

3 Receive passenger and cargo manifests from the aircraft loadmaster.

4 Supervise aircraft off-loading including removal of shoring and dunnage.

5 Provide all MHE and special off-loading equipment including operators.

6 Provide ITV by reporting arrival of loads and release to the AACG.

7 Maintain an authorized inventory of aircraft pallets and nets for retrograde support. Ensure pallets and nets are managed IAW this Regulation, Part VI.

8 Ensure retrograde of all pallets and nets above authorized inventories.

9 Provide visibility over frustrated and undeliverable cargo. (See Chapter 304 Paragraph 2.a.(3) of this Regulation.)

(2) Holding Area Activities. The deploying units are responsible for providing unit liaison personnel to the AACG and for assisting the AACG. The AACG will:

(a) Coordinate with the mobility force and the deploying unit.

(b) Provide support to arriving units as determined during the joint planning conference.

(c) Maintain and report cargo and passengers arrivals, to the GTN.

(d) Release the aircraft load to the deploying unit CDR or representative at a predesignated location.

(e) Coordinate movement of aircraft pallets, nets, and dunnage to the unit marshalling area for pallet breakdown.

(f) Provide POL and minor maintenance for transported vehicles.

(g) Coordinate for emergency services, e.g., crash, fire, and rescue.

(h) Collect and return all aircraft pallets, nets, shipping containers, and dunnage to the mobility force.

(3) Unit Marshalling Area. The deploying unit terminates the air movement at its marshalling area. Equipment is reconfigured for onward movement. Units will:

(a) Install equipment previously removed for airlift.

(b) Maintain accountability of aircraft pallets, nets, and containers in the marshalling area. Ensure aircraft pallets and nets are managed IAW this Regulation, Part VI. Breakdown pallets and containers as soon as practical and return them to the AACG.

(c) Perform required maintenance checks, including refueling.

(d) Prepare and organize for movement in theater.

e. Channel Movement.

(1) Express. Express channels provide time definite, reliable service to and from a CONUS APOE to a theater APOD or hub. The express system consists of a CONUS hub and express airlift (CRAF or organic) interfacing with the theater hub and distribution system. Express channels will be a highly reliable but limited resource. Services will limit use of this service to extremely high priority, mission essential commodities. A self-disciplined adherence to Service allocation will contribute to a more responsive system. Rapid theater distribution is a key component of express delivery, providing onward movement of high priority items to forward forces, and the fast return of reparable items to rear repair facilities. Military Services will pass express channel requirements to USTRANSCOM for capability planning. The supported CDR will validate express channel requirements to USTRANSCOM for execution.

(2) Direct delivery using strategic airlift assets is available to support airfields other than established APODs or hubs. Such requirements will be passed to USTRANSCOM for tasking to AMC.

(3) The theater delivery system is established by the supported CDR integrating theater air, land, and water transportation systems. Theater components are responsible for determining whether CULT will be used solely, or as part of the theater delivery system. The theater delivery system will be capable of two-way movement. The theater delivery system will also be used for retrograde movement of priority material. Retrograde cargo entering the theater delivery system must be properly documented, packaged, and labeled to allow direct entry into the airlift system.

D. PASSENGER TRANSPORTATION

1. General. This section addresses transportation planning and execution functions performed by USTRANSCOM, its TCCs, TOs, and deploying units for passenger transportation. It applies to both unit and Non-unit Related Personnel (NRP) movements.

2. Deployment Responsibilities.

   a. USTRANSCOM will:

      (1) Coordinate with supporting and supported commands to ensure the TPFDD is validated in advance of TCC scheduling.

      (2) Notify TCCs to schedule transportation from CONUS POEs to theater PODs based on TPFDD requirements.

      (3) Act as coordinator for all movement schedule changes after the schedule is published.

      (4) Monitor deployment of forces.

      (5) Review ULN and Personnel Increment Numbers (PIN) passenger movement requirements in the exercise or OPLAN TPFDD being executed, determine total daily movement requirements to the POE, and advise the carrier industry through the CRAF, and VISA programs of expected requirements.

      (6) Prepare passenger group routings by commercial carriers upon request by the TO.

      (7) Input commercial carrier schedules in JOPES.

      (8) Allocate ULN and PINs to carriers in JOPES.

   b. TCCs will:

      (1) Schedule transportation to move passengers from CONUS POEs to theater PODs based on TPFDD requirements.

      (2) Provide scheduling information via JOPES to Service activities.

   c. Deploying units will:

      (1) Coordinate with the servicing TO to obtain commercial transportation in excess of organic capability to move passengers to the POE.

(2) Ensure all personnel meet current eligibility requirements for deployment, e.g., immunizations, updated wills, and dog tags.

(3) Provide means to create electronic manifest IAW DOD timeliness criteria.

(4) Ensure deploying troops do not exceed baggage allowances during contingency operations. Unit CDRs will only authorize baggage that must accompany individuals on the aircraft. Examples of this excess baggage are individual A, B, and C mobility bags, Individual Protective Equipment and Professional Gear baggage. Unless deemed as an operational requirement by the unit CDR to support immediate operations, toolboxes will not routinely be accepted as personal excess baggage. Items such as crates, heavy tools/unit equipment, medical supplies or spare parts are not typically considered baggage and will be shipped as deployment cargo or sustainment freight.

d. TOs will:

(1) Refer to this Regulation, Part I or direction to arrange transportation or request routing from USTRANSCOM for commercial movement.

(2) Notify USTRANSCOM of local transportation shortages.

(3) Notify USTRANSCOM when it is known a unit will miss its scheduled port call. Notify USTRANSCOM of unit delay due to non-availability of personnel and/or equipment to move with personnel, for possible reallocation of transportation resources.

3. NRP Movements. TOs will route non-unit related personnel groups to POEs or request routing from SDDC IAW this Regulation, Part I.

4. Special Passenger Categories--Patients and Medical Evacuees; Non-Combatant Evacuees; or Enemy Prisoners of War. TOs may be requested to route these special passengers as they arrive at CONUS POD from overseas to a final destination within the CONUS. TOs will route under delegated routing authority or SDDC will be requested to support such moves. ULNs may be assigned to these movement requirements. Movement guidance will be on a case-by-case basis, and TOs may contact SDDC for additional guidance. For Navy, movement guidance will be on a case-by-case basis through Service HQs.

5. DOD Passenger Manifesting Policy. Passenger manifesting systems and procedures must facilitate compliance with 49 U.S.C. § 41113, Aviation Disaster Family Assistance Procedures Act by requiring the collection of identifying and emergency contact information called for in 14 CFR, Part 243, Passenger Manifest Information. To this end:

a. Service passenger manifesting systems and procedures must collect, at a minimum, the following information from each passenger:

(1) Passenger Name.

(2) Rank.

(3) Social Security Number (SSN) or passport number (if a military dependent lacks an SSN or passport number, the sponsor's number will be used).

(4) Status (active, reserve, retired, dependent, civilian employee).

(5) The sponsoring military Service, agency, or employer.

(6) The name and telephone number of an emergency contact not traveling with the passenger.

(7) Minimum data elements to be collected for a unit move include items (1) through (6) above, and ULN, POE, and POD.

b. The information above will be collected unless the passenger is incapable of providing the information, or an emergency precludes its collection. In the event a passenger refuses to or cannot provide emergency contact information, a manifest entry reflecting the fact will be made. Passenger manifest information will be updated at each intermediate stop at which passengers embark or debark. A copy of the passenger manifest will be left at each departure point that lacks immediate electronic access to update passenger manifest information.

c. Service unit move passenger manifesting systems and procedures will collect and maintain the information prescribed above in an electronic format that is readily accessible and available for immediate transmission to other DOD organizations.

d. Emergency contact information collected from passengers will be used solely for the purpose of making notifications in the event of an emergency. This information will be destroyed when no longer needed for its intended purpose.

e. These requirements apply to all systems and procedures used to manifest military and civilian passengers traveling:

(1) On all civil aircraft chartered by or on behalf of the DOD to provide passenger transportation, when the DOD is responsible for manifesting passengers.

(2) On DOD aircraft operated in common user airlift service, e.g., the airlift provided on a common service basis for all DOD agencies and, as authorized, for other agencies of the US government. Aircraft under this definition include AMC organic aircraft, operational support airlift aircraft, theater assigned organic airlift, and other Service-owned aircraft when operated in a common user role.

(3) On any DOD aircraft when one or more passengers are civilians (including DOD and non-DOD civilian employees, couriers, travelers on public affairs events, dependents, contractors, retirees) who are not part of the crew or on board the aircraft for operational support purposes. This includes NEO missions.

6. Manifesting responsibilities. Manifesting of passengers is the responsibility of the onload, POE, and en route stops. For unit moves, the respective Service deployment AIS will be the primary means to generate and transmit an electronic manifest to GTN and down-line stations. The terminal or manifesting agency will ensure compliance with the above procedures including reporting the arrival and departure of unit personnel at all nodes from origin to destination within one hour of the event to GTN IAW DOD timeliness criteria.

E. INTERMODAL MOVEMENTS

1. Air Cargo manifesting applies in the case of unit moves supporting contingency, exercise, and deployment operations.

   a. Manifesting/documentation responsibilities. Manifesting of air cargo is the responsibility of the origin installation, POE and/or en route stops. For unit moves, the respective Service's deployment AIS will be the primary means to generate and transmit an electronic manifest/documentation to the GTN. The TO, terminal, or manifesting agency will ensure compliance with procedures including reporting the arrival and departure of unit cargo at all nodes from origin to destination to GTN IAW DOD timeliness criteria.

   b. Cargo manifesting/documentation systems and procedures must facilitate compliance with 14 CFR, Part 121, Operating Requirements: Domestic, Flag, and Supplemental Operations, International Maritime Dangerous Goods (IMDG) Codes, Chapter 5.4, Dangerous Goods, 49 CFR, Part 1035 Bills of Lading, and Part 173, Shippers-General Requirements for Shipments and Packaging. To this end:

      (1) Service cargo manifesting/documentation systems and procedures must collect, at a minimum, the information from each aircraft, ship/vessel, or motor vehicle that conforms to this Regulation, Part II, Chapter 203, Shipper, Transshipper, and Receiver Requirements and Procedures.

      (2) Manifest information will be updated at each intermediate stop at which cargo embarks or debarks. A copy of the manifest will be left at each departure point.

      (3) Service unit move manifesting/documentation systems and procedures will collect and maintain the information prescribed above in an electronic format that is readily accessible and available for immediate transmission to other DOD organizations including USTRANSCOM and for the purpose of making notifications in the event of an emergency. This information will be destroyed IAW Service and DOD retention requirements.

      (4) These requirements apply to all systems and procedures used to manifest and/or document cargo moving:

         (a) On all civil aircraft chartered by or on behalf of the DOD to provide cargo transportation, when the DOD is responsible for manifesting cargo.

         (b) On DOD aircraft operated in common user airlift service, e.g., the airlift provided on a common service basis for all DOD agencies and as authorized, for other agencies of the US Government. Aircraft under this definition include AMC organic aircraft, commercial charter, OSA aircraft, theater assigned organic airlift, and other Service-owned aircraft when operated in a common user role.

         (c) On commercial/military truck, commercial rail operators, and military and commercial ship, vessel or barge service.

2. Water Transportation

a. This section provides guidance for unit deployment, sustainment, and redeployment operations via water transportation including ocean going vessels, barges, and ferries. It does not include US Navy amphibious ships involved in amphibious operations. Information on types of sealift available are contained in Appendix S, procedures for obtaining hazardous cargo waivers and exceptions are found in Appendix K, and assignment responsibilities of supercargoes are found in Appendix D. Guidance for loading and securing military equipment for marine transport is contained in SDDCTEA Pamphlet 55-19, Tiedown Handbook for Rail Movements, SDDCTEA Pamphlet 55-20, Tie-Down Handbook for Truck Movements, SDDCTEA Pamphlet 55-21, Lifting and Tiedown Handbook for Helicopter Movements, SDDCTEA Pamphlet 55-22, Marine Lifting and Lashing Handbook, SDDCTEA Pamphlet 55-23, The Tiedown Handbook for Containerized Movements, SDDCTEA Pamphlet 55-24, Vehicle Preparation Handbook for Fixed Wing Air Movement, and SDDCTEA Pamphlet 70-1, Transportability for Better Deployability. These publications are pocketsize (approximately 7" X 5") to afford maximum utility in the field. To obtain copies, write to: SDDCTEA, 720 Thimble Shoals Blvd, Suite 130, Newport News, VA 23606-2574, or call SDDCTEA at DSN: 826-4313, Commercial: 757 599-1591/1117; or fax requests to Commercial: 757 599-1560, DSN: 826-4312 or email requests to janie.campbell@tea.army.mil. SDDCTEA pamphlets are also available at http://www.tea.army.mil/. SDDCTEA Reference 700-5, Deployment Planning Guide, provides additional detailed guidance for planning deployment moves.

b. Deployment. This section outlines responsibilities for deployment of forces via ocean carrier.

(1) MSC will:

(a) Upon direction of USTRANSCOM, define extent of need for and request activation of its reserve component, and pass on requirements to Chief of Naval Operations staff for action.

(b) Source additional shipping assets in the following order of priority:

1 Voluntary commercial charters, US and foreign flagships with absolute preference for US flagships.

2 FSS/LMSR activation.

3 RRF activation.

4 VISA Dry Cargo Time Charter (Drytime) and VTA Contingency Contracts.

5 When above resources are expended, request SECDEF approval for requisitioning US-owned, US and foreign flagships under EUSC.

(c) Ensure timely distribution of data pertaining to ship's characteristics, special constraints, and supercargo capabilities for those shipping assets being introduced into the DTS for the first time.

(d) Coordinate ship arrivals, departures, berth assignments, husbanding services, availability of shipboard lashing gear, pre-stow plans, and readiness to load with the terminal operator.

(e) Coordinate with terminal operators and the United States Coast Guard (USCG) for support requirements identified below.

(f) Coordinate with SDDC or CDR to establish vessel port call.

(2) SDDC, Navy Terminal, and/or CDR will:

(a) Select POEs and PODs to meet supporting or supported CDR requirements.

(b) Issue call forward notifications based on TPFDD requirements to control flow into the water terminals, monitor port throughput, and receive unit movement documents.

(c) IAW this Regulation, Part VI, expand its container leasing or purchase contract efforts to meet DOD emergent container requirements and source additional shipping assets under VISA Contingency Contracts.

(d) Contract for and coordinate use of expanded port facilities, plus labor services and raw materials needed at expanded or newly activated water terminals. (Also see FM 100-10, Combat Service Support.)

(e) Identify need, composition, and employment of Port Support Activity (PSA) units within the water terminal. In the CONUS, the Terminal Transportation Brigades/port CDR identifies PSA requirements. See Appendix E and Chapter IV, JP 4-01.8, for Service PSA units and functions.

(f) Define extent of need and request activation of reserve component resources:

1 Transportation Terminal Brigades.

2 US Navy Reserve Cargo Handling Battalions and US Navy Reserve Freight Terminal Units.

3 US Army Transportation Command units, e.g., 32nd Transportation Group.

4 Theater Army Area Management Control Authority.

5 Contract Support Detachments.

6 Cargo Documentation Detachments.

7 Automated Cargo Documentation Detachments.

8 Deployment Support Brigades.

(g) Schedule and provide water terminal operational services such as stevedores, cargo checkers, motor transport services, MHE, or cranes, at newly activated or expanded ports. (Also see FM 55-50, Army Water Transport Operations.)

(h) Establish or expand the following to meet emergent needs: terminal capabilities for cargo documentation, vessel papers, hazardous cargo manifest and cargo pre-stow, and final stow plan preparation.

(i) Provide or expand automated data system availability at water terminals.

(j) Provide or expand safety and security policies and procedures for the water terminal activity.

(k) Coordinate with MSC and USCG and/or CDR for support requirements.

(l) Coordinate with the deploying unit TO/MO on timeline for preparation and submission of initial and final Deploying Equipment List and AIS data transfer.

(m) Implement liner service contracts as stipulated under VISA contingency contracts to meet sustainment requirements to support the deploying forces.

(n) Prepare sealift manifest IAW DOD timeliness criteria (Table 302-2).

(o) Provide accountability procedures and systems for containers. Ensure containers are returned to the DTS as soon as possible.

(p) Provide joint visibility over frustrated and undeliverable cargo to promote resolution. (See Chapter 304 Paragraph 2.a.(3) of this Regulation.)

Note: See this Regulation, Part II, for specific SDDC responsibilities in the CONUS and in a theater of operations.

(3) USCG and/or CDR will:

(a) Provide all waterside physical security to include harbors, channels, approaches, and security of vessels as follows:

1 USCG physical security plan is integrated with the port CDR's physical security plan.

2 In overseas areas, theater port CDR develops and executes a port physical security plan in coordination within HN port authority.

(b) Regulate shipping, handling, and pier-side storage of hazardous cargo.

(c) Interface with HN and military authorities on storage and handling of hazardous cargo, as the senior DOD port safety agent.

(d) Issue hazardous cargo permits.

(e) Orchestrate vessel fire prevention programs.

(4) TO and/or MO will:

(a) Prepare deploying unit equipment list.

(b) Ensure equipment is properly prepared and configured for loading.

(c) Ensure documentation (to include waivers and exemption requests, Appendices A, J, and K) accompanies equipment.

(d) Unit move cargo will be marked and cleared for movement IAW Appendix H and this Regulation, Part II.

(e) Prepare hazardous cargo documentation.

(f) Coordinate with MSC, SDDC, or CDR, and ship for billeting of supercargoes. Duties and responsibilities of these personnel are provided at Appendix D.

(g) Ensure HAZMAT documentation is properly prepared IAW IMDGC and 49 CFR. Further guidance can be found in Appendices J and K and Department of Defense Deployment of Hazardous Materials Field Guide (http://dsc.SDDC.army.mil/HAZMAT/table_of_guides.htm).

(h) Coordinate movement of deployment equipment to POE.

c. Sustainment of Units. Sustainment cargo movements will move under procedures found in Chapter 304 and this Regulation, Part II. To accomplish movement of large amounts of cargo, USTRANSCOM will implement the VISA Contingency Contracts to meet lift requirements. Otherwise, chartered vessels or RRF ships will be used to support sustainment operations.

d. Redeployment. See Chapter 305. Deployment procedures above will be followed as redeployment procedures unless otherwise directed. Additional CDR considerations for redeployment include, but are not limited to, the following:

(1) Agricultural wash down and customs requirements.

(2) Return disposition of unused sustainment cargo and supplies.

(3) Inspection of personnel and containers to locate contraband (to include unauthorized weapons, ammunition, and war souvenirs).

(4) Additional mission requirements directed en route, e.g., maintaining tactical capabilities during redeployment.

(5) Return of intermodal equipment (container/flatrack).

(6) Return of equipment rendered inoperable/unserviceable due to, e.g., employment in combat, battle damage, mishaps.

e. JLOTS

(1) Logistics Over-The-Shore (LOTS) is the process of discharging cargo from vessels anchored off-shore or in-the-stream, transporting it to the shore and/or pier, and marshalling it for onward movement. LOTS operations are conducted over unimproved shorelines, through fixed-ports not accessible to deep draft shipping, and through fixed-ports that are inadequate without using LOTS capabilities. Both the Army and Navy

may conduct LOTS operations, and the scope of the LOTS operations will depend on geographic, tactical, and time considerations. JLOTS operations are defined as operations in which Navy and Army LOTS Forces conduct LOTS operations together under a Joint Force CDR (JFC). LOTS operations also may be conducted as an adjunct to fixed-port operations to increase overall port throughput.

(2) CDRs have overall responsibility for JLOTS operations in their AOR. The CDR may delegate responsibility to sub-unified CDRs or Joint Task Force (JTF) CDRs in the conduct of their assigned missions. The US Army, Navy, Air Force, Marine Corps, and the Coast Guard have personnel and equipment necessary for supporting the conduct of LOTS operations. The delegated CDR or JLOTS CDR is responsible for detailed planning and execution of JLOTS off-load operations. JLOTS operations frequently follow amphibious operations (an amphibious operation is an attack launched from the sea by naval and landing forces, embarked in ships or craft involving a landing on a hostile or potentially hostile shore). Forces assigned to conduct an amphibious operation are organized as an amphibious task force or a joint amphibious task force.

(3) Planning for JLOTS operations is complicated by the need for detailed coordination among the various Service forces involved, the complex logistic activities, joint command relationships, and other peculiar operational factors. Operational planning includes early and continuous dissemination of planning data, concurrent planning, and throughput capacity planning. Initial planning procedures for a JLOTS operation generally follow the process below:

(a) Determine the mission to be accomplished. The overall maneuver plan will include the use of JLOTS forces in the arrival, sustainment and the withdrawal of forces from theater. The plan will include Command, Control, Communications, Computers, and Intelligence (C4I) and force protection elements, and other Army and organizations needed to manage and discharge cargo. Define how much of the maneuver force and its accompanying supplies will be moved ashore via JLOTS, determining both type and amounts of cargo. This information, along with an operational timeline, must be provided to Service LOTS operational units so they can determine the necessary force structure required to accomplish the mission. It is extremely important that CDR planners contact these operational units early in the planning process to enlist their assistance with all aspects of the planning process. MSC and SDDC must be involved as early as possible in planning efforts to address sealift and port management issues.

(b) JLOTS operational timelines must be designed to support overall mission objectives. Consideration must be given to the type and amount of cargo and the amount of time allotted for discharge operations to determine how much JLOTS force structure is required. JLOTS planners must consider and understand the interoperability of the ship-to-shore transfer systems, including both Army and Navy unique systems. The overall objective is to meet throughput requirements. Interfacing various JLOTS throughput systems during planning stages will help achieve maximum throughput. The Service LOTS operational units define the required JLOTS force structure and the best way to integrate available systems.

(c) JLOTS planners will incorporate HN assets into JLOTS activities. Use of existing HN lighterage, MHE, and other transportation assets can greatly reduce the overall strategic sealift requirement to move JLOTS equipment from the CONUS.

Combined JLOTS require detailed planning, particularly in terms of C4I interoperability.

(d) Determine potential JLOTS operations sites that are proximate to intermediate staging bases, and assembly areas. Terrain analysis will be required to ensure potential sites can accommodate JLOTS operations (beach gradients, tides, currents, road networks, and weather patterns). In most cases, a team of Army or Navy divers will perform a dive survey to verify the suitability of a proposed JLOTS site. The dive survey will be performed as early as possible in the planning process. Fishing beds, submerged obstacles, environmental considerations such as fragile coral reefs, and other conditions may require selection of alternate JLOTS sites.

(e) Throughput rate is the quantitative measure of the average daily movement of cargo. There are five distinct and continuous events that occur during throughput operations that impact the throughput rate: ship cargo transfer, cargo movement from ship-to-shore (lighter transit time), beach cargo transfer, cargo movement (transit time) to marshalling yards, and cargo clearance from port complex.

(f) Although the designated JLOTS CDR will complete detailed planning for the execution of JLOTS operations, initial planning will include consideration of numerous operational and throughput capacity factors, including:

1 Concept of operations ashore that the JLOTS operation will support.

2 Planned C2 of JLOTS operations.

3 Anchorage areas, including number of anchorages suitable for off-load operations and adequate maneuvering room for off-load systems to be effectively employed.

4 Number of discharge points on each ship, shore landing sites, including SAs, trafficability, beach gradient or width, surf, tides or current, and sandbars.

5 Sea state conditions and general weather characteristics, including seasonal conditions in the area, local conditions of weather, and duration of darkness and daylight.

6 Geographic and hydrographic natural obstacles and constrictions adjacent to the beach operations area.

7 Separation of liquid JLOTS operations from other cargo operations (doctrinally required to minimize risk of damage or stoppage of other cargo operations if fuel systems are damaged).

8 Planning considerations for liquid JLOTS will also include: tanker capacity, draft of anchorage and distance from shore, bottom slope and condition, and determination of dual versus single product pumping.

9 Environmental and safety concerns demand long range planning to include environmental impact studies that will be completed prior to liquid JLOTS

operations. These actions often take many months to complete (processing time varies based on whether product will be fuel or water and whether area of operations has ever been used for this type of operation before) and will be considered very early in the planning of any liquid JLOTS operation.

10 Beach capacity (an estimate of cargo that may be unloaded over a designated strip of shore per day).

11 Beach throughput (beach throughput is based on both the off-load and clearance rates. Off-load rate is the rate cargo is discharged from lighterage. Clearance rate is the rate at which cargo can be moved from beach discharge points or the port complex to inland staging and marshalling areas).

12 Distance from anchorages to beach.

13 Number of lighterage watercraft used to transport cargo.

(g) Type of ships to be worked and sequence of arrival.

(h) Numbers and types of off-load systems that must be assembled and installed. **Note**: An important and often overlooked event is the off-load and assembly of cargo offload and discharge systems. This process can take from two to fourteen days depending on the amount and type of equipment required to support the mission. Until this off-load and assembly is complete, JLOTS operations may not be able to begin.

(i) Proximity and nature of camp support.

(j) Logistics and engineer support for JLOTS forces. In addition to ground forces for beach and camp preparation, Navy underwater construction teams and/or Army diving teams are also required to complete various underwater surveys, assist in sinking the Offshore Petroleum Discharge System and single anchor leg mooring.

(k) Area security/force protection (landside, nearshore, and offshore).

(l) Meteorological support.

(m) HN support and environmental concerns.

(n) Develop a strategic lift plan to move the entire force to include JLOTS forces. All JLOTS forces and equipment must be included in the TPFDD. To facilitate the selection of supporting strategic sealift, provide a detailed list of JLOTS equipment lift requirements to USTRANSCOM as early as possible.

(4) The installation, setup considerations, and requirements to prepare systems for throughput operations are extremely important. The major naval system for offshore discharge includes the Cargo Offload and Discharge System (COLDS), which is made up of pontoon cans that are configured in various ways to make up lighterage components, and the offshore bulk fuel system. Side loadable warping tugs are the workhorses of the COLDS and are used to install, tend, and maintain other causeway powered and non-powered system components. A RO/RO discharge facility provides a means of debarking vehicles from a ship to lighterage, while elevated causeway systems

provide the capability to deliver cargo to the beach using a fixed pier. Terminal service unit MHE, rough terrain container handlers, lightweight amphibious container handlers, yard tractors and trailers, and engineer equipment are used in the preparation of the LOTS operation area.

(5) Strategic sealift employed in support of JLOTS operations includes MSC common-user ships, pre-positioning ships, and commercial ships. They deliver cargo IAW requirements based on cargo, required delivery dates, the tactical situation, and ship capability and availability. Nearshore and offshore hydrographic conditions will significantly influence ship anchorage positions. Strategic locations of ships, a variety of lighterage, security, and environmental threats must also be taken into consideration.

(6) Navy or Army forces augmented by civilian ship crews conduct cargo off-loading of strategic sealift ships. The Navy has primary responsibility for providing forces and equipment for conducting strategic sealift download of maritime pre-positioning forces and assault follow-on echelon vessels. The Army is responsible for providing forces and equipment for conducting strategic sealift download of Army pre-positioning ships carrying Army war reserve stocks. The Army and Navy are tasked with conducting strategic sealift off-load operations of sustainment supplies and those vessels discharging forces incident to the development of a base, garrison, or theater. The JLOTS CDR and support forces prepare for discharge by coordinating command preparations, lighterage, equipment, equipment availability, personnel, and the movement of personnel. Containership discharges, both self-sustaining and non-self-sustaining, RO/RO discharges, breakbulk discharges, barge ships, and semi-submersible ships must be coordinated and synchronized with the correct type of equipment and staff. JLOTS operations and equipment are weather-, environmental-, and sea condition-sensitive (wind, sea states, ground swell, current, tidal conditions, near-shore hydrographic conditions), and can adversely impact ship discharge rates and cargo arrival at the shoreside discharge points.

(7) The procedures for control of lighterage in JLOTS have been standardized through incorporation of both Army and Navy methods, including the Joint Lighterage Control Center, which provides overall guidance, supervision, and control of lighters; ship lighterage control points, directing lighterage alongside the discharging vessel; beach lighterage control points, responsible for directing lighterage to correct discharge points on the beach; and debarkation officers, responsible for unloading cargo IAW the unloading plan. Maintenance and repair of lighterage will be conducted by Navy and Army units both on the ships and ashore. The effective use of lighterage in support of the ship-to-shore movement of cargo is primarily weather dependent, including sea state, surf conditions, beach gradient, and the characteristics of the onload and discharge sites. Landing craft and causeway ferries are used to transport vehicles ashore from offshore discharge positions. All lighterage is capable of transporting most breakbulk cargoes to beach discharge sites for discharge by rough terrain cargo handling equipment or crane. Barge ships are self-sustaining with regard to off-loading their complement of barges, but the barges themselves are not self-sustaining.

(8) Lighterage watercraft will complement ship off-load systems so that there will be sufficient over-the-shore throughput capability to match ship discharge rates. Since cargo is off-loaded in the surf zone, particular care must be taken with some cargoes to ensure protection from potential saltwater and weather damage. Wet landings may not be suitable for vehicles, supplies, and equipment not specifically waterproofed.

(9) Within the beach area, locations must be established and clearly marked for lighterage and vehicle landing sites, staging and loading areas, bulk fuel and water storage, Class V dumps, and beach operational group functional areas. These locations will ease local security requirements. A large inland staging or marshalling area is the key to continuous throughput. The beach operations organization is task-organized around a nucleus from the supported forces. The port operations organization is responsible for the port facilities and the throughput of supplies and equipment as they are off-loaded from the ships. Cargo will be turned over to the separate Services in the marshalling area and prepared for onward movement.

(10) Marine air-ground task force, logistics AIS, and the WPS serve as the cargo control and documentation systems used to support all water terminal and LOTS operations. They provide an on-line, real time cargo monitoring and managing capability with which landing force logistics personnel may track or control cargo from the point of origin to distribution to consumers and users in the amphibious objective area.

(11) Liquid cargo operations may be viewed in three distinct increments: ocean transport of liquid cargo from origin to offshore locations in the operational area; cargo transfer operations from offshore to the high water mark; and beach storage area operations. The Offshore Petroleum Discharge System was designed to provide either an expeditionary or operational level force in the objective area with large volumes of fuel products ashore over a sustained period of time. Certain scenarios may require bulk water support, particularly in arid environments. Reverse osmosis water purification barges may have to be brought in to provide potable water and distribution.

(12) JLOTS, as overseen by the JFC, incorporates the traditional LOTS role of the Army and Navy. Each Service is capable of loading and unloading ships with or without the benefit of fixed port facilities in either friendly or undefended territory. Equipment and supplies are moved to shore through different types of powered, non-powered, and elevated causeway systems, landing craft, and cranes. Planning for JLOTS requires staff, equipment, and lighterage coordination along with special attention to weather, surf conditions, beach gradient, and the characteristics of the onload and discharge sites.

f. Afloat Prepositioned. National military strategy dictates smaller forward deployed forces and places greater reliance on CONUS based forces. Therefore, military Services project forward presence with use of PWR materiel afloat. Supplies and equipment positioned aboard these vessels are configured and maintained to meet the requirements of multiple CDRs. Upon completion of discharge, prepositioned ships generally will be assigned to the operational control of MSC. In some cases, the supported CDR may retain operational control of prepositioned vessels to satisfy intratheater sealift requirements, or to designate as withhold shipping to support Assault Follow-On Echelon requirements for amphibious operations. For more information see JP 0-2, Unified Action Armed Forces (UNAAF), JP 4-01, Joint Doctrine for the Defense Transportation System, and JP 4-01.6, Joint Tactics, Techniques, and Procedures for Joint Logistics Over the Shore.

3. Rail Transportation

a. General. This section provides guidance for the use of either DOD or commercial rail assets as described in Appendix AA, and for unit deployments in support of exercises or operations, addressed in Paragraph A, above. It provides requirements and responsibilities for procurement, preparation for acceptance, inspection, loading, load documentation, and off-

loading of rail assets. Appendix AA addresses HAZMAT, train types, and loading rules. Appendix K addresses HAZMAT exceptions, i.e., waivers and exemptions.

b. Deployment. This paragraph outlines responsibilities of agencies deploying forces to A/SPOEs.

(1) SDDC Operations Center will:

(a) Upon request of the TO, negotiate and provide routing instructions for rail transportation and associated services in support of stated requirements.

(b) Manage all DOD-owned railway rolling stock in interchange service.

(c) Ensure timely positioning of DFRIF cars to support freight car requirements not met by the serving railroad.

(2) Installation CDRs will:

(a) Maintain installation rail facilities and SAs for deployment missions.

(b) Ensure adequate loading ramps and associated support equipment is available and maintained.

(3) The TO will:

(a) Determine rail car requirements based upon equipment listing from deploying unit(s). SDDCTEA Pamphlet 55-19 provides guidance for open top loading.

(b) Coordinate with SDDC and rail carriers for rail car requirements, and type and level of associated services required to meet deployment requirements.

(c) In conjunction with the installation CDR, ensure rail site (if located on installation) is properly maintained, clean and free of debris, and is equipped with sufficient lighting. Ensure loading equipment, i.e., bi-level loading ramps, spanners, and scales, are available.

(d) Upon identification of an off-site rail facility, coordinate with civilian rail authorities for use.

(e) When rail facilities are not located on the installation, provide SDDC with a primary and alternate location for rail operations to be conducted.

(f) Inspect rail cars and containers for cleanliness and serviceability.

(g) Supervise unit load out.

(h) Inspect and approve rail loads in conjunction with a railroad inspector.

(i) Ensure HAZMAT documentation is properly prepared IAW the provisions outlined in this Regulation, Part II, Chapter 204. Also see Appendices J, K, and AA for additional guidance.

(j) In conjunction with deployable units on the installation, ensure load teams are properly trained and determine need for SDDC Deployment Support Brigades (DSB). DSBs assist the MO and deploying units with documentation, staging, and loading of equipment. DSBs also provide liaison to support the technical aspects of equipment preparation. DSBs are tailored to satisfy mission requirements.

(k) Provide and affix Military Shipping Labels (MSLs) to all rail loaded equipment IAW Appendix H and this Regulation, Part II.

(l) Provide tools and assistance.

(m) Prepare BLs based upon equipment data provided by the deploying unit.

(n) Advise SDDC Operations Center ITV Team at Commercial: 757 878-8350, DSN: 826-8350, or FAX Commercial: 757 878-7995, or DSN: 826-7995 and receiving activity of train departure and ETA. Information is required to obtain Military Traffic Expediting Service (MTX), Greater Security Service, or Rail Inspection Service:

1 Shipper

2 Origin

3 Destination

4 Unit Name

5 Commodity

6 Tender Number

7 Route Order number

8 Shipping Date

9 Due Date for Destination

10 BL Number

11 Route (including interchange points if more than one railroad)

12 Number of cars.

(4) Deploying Unit will:

(a) Submit movement requirements to supporting TO as per local TO standards.

(b) Coordinate with higher HQs and support activities concerning unit movements and logistical support requirements.

(c) Ensure proper preparation of equipment for loading, to include documenting, labeling, placarding, packaging, and securing of secondary loads. If movement

involves intermodal means, e.g., rail and highway, vehicles and equipment must be prepared to the most restrictive standard for the modes of transportation used.

(d) Ensure unit cargo and equipment are marked for transport IAW Appendix H and this Regulation, Part II.

(e) Be responsible for procurement, use, control, accountability and return, or proper recycling of blocking, bracing, and tie-down equipment needed for deployments.

(f) Ensure adequate numbers of properly trained load teams are identified within the unit.

(g) Load rail cars under supervision of the TO. For North American transport, the Association of American Railroads (AAR) Open Top Loading Rules are mandatory and must be adhered to before the railroad inspector will accept the cars for transportation by the railroads. Paper and CD-ROM copies of the AAR rules can be ordered by calling toll-free 877 999-8824 or a copy might be obtained from the serving railroad. Sections 1 (General Rules), 3 (Construction Equipment), and 6 (DOD Material) among them cover nearly all DOD loads. General information, procedures, and figures for the correct tie-down of military equipment on rail cars are contained in SDDCTEA Pamphlet 55-19. This publication is pocketsize (approximately 7" x 5") to afford maximum utility in the field and if it is followed, it will generally provide compliance with the AAR Open Top Loading Rules. To obtain copies, contact SDDCTEA as indicated in Paragraph E.2.a above.

(h) Provide security at the SA and marshalling yards.

(i) Provide for the maintenance and recovery of equipment throughout the loading process and during the off loading phase.

(j) Provide and affix MSLs to all rail loaded equipment.

c. Sustainment of Units. Sustainment shipments to deployed units will be IAW provisions of this Regulation, Chapter 304 and Part II.

d. Redeployment. Procedures stated above remain the same for redeployment of forces from SPODs within CONUS, and for SPODs in the theater of operation. Redeploying units will coordinate with the SPOD operator prior to submitting rail requirements to SDDC for procurement of assets.

e. Rail Operations in OCONUS Theaters. OCONUS CDRs are responsible for compliance with local laws and restrictions governing traffic management within their respective AOR.

4. Highway Transportation

a. General. This section provides guidance for use of highway transportation when conducting unit movements of personnel, cargo, and equipment in support of exercises and operations described in Paragraph A above. It outlines requirements and responsibilities for procurement, preparation for acceptance, inspection, loading, and load documentation for use of highway transportation resources, to include commercial (cargo and passenger) and

military convoy operations. Appendixes J and K address HAZMAT documentation requirements. Equipment inspection, acceptance procedures for commercial transportation assets, and convoy operations will be performed IAW Service, state, and local regulations and procedures. Highway transportation in overseas theaters of operation will be conducted IAW theater and HN agreements, regulations, and policies.

b. Deployment. Procedures outlined in this section establish support agency and unit responsibilities when conducting unit deployments of personnel and equipment using commercial-for-hire highway transportation assets.

(1) Procurement and routing of transportation assets for the movement of personnel, cargo, and equipment to the A/SPOE will be accomplished IAW the provisions of this Regulation, Part I and II, and DOD Component regulations. Military convoy movement procedures are outlined in Appendix F and local area regulations.

(2) Appendix F provides for specific DOD elements to act as representatives of their respective Services, and DLA, to secure permits for vehicular movements involving other than commercial carriers. Authorized military representatives will determine whether highway movement is essential to national defense and make necessary requests and certifications to state authorities. These representatives will coordinate and arrange for formal agreements, including certifications with state and local civil authorities, for recurring oversize, overweight, or other special movements of military-owned and operated vehicles within a limited area. Upon completion of agreements, the local military representatives will notify the civil authorities when an authorized movement is to be made and obtain necessary permits. Copies of the agreement will be provided as directed in Appendix F.

c. Responsibilities. Support agency responsibilities and authority outlined in this Regulation, Parts I and II, and as stated below, apply for the purpose of this section.

(1) SDDC will:

(a) Upon request of the TO, negotiate and provide routing instructions for transportation and associated services in support of requirements. Route Orders are used to notify deploying units to report for movement. These notices will designate location, specify reporting date and time, and identify carrier.

(b) Assist carriers in obtaining temporary operating authority.

(c) Assign DOD responsibility for coordinating with state, local, or toll authorities for all oversized, overweight, or other special movements of cargo essential to national defense. Establish policy and responsibilities for defense use of public highways. For details associated with moving oversize/overweight equipment and convoy operations, see Appendix F. Through the Highways for National Defense (HND) Program, SDDCTEA is responsible for assisting the Services and installations with resolving public highway needs. The overall mission of the HND Program is to ensure the readiness of highways within the CONUS to support DOD deployment and peacetime needs. HND consists of three major sub areas, the Highway Systems, the Defense Access Road Program, and the Highway Engineering Program. For further information, contact SDDCTEA at DSN: 927-4313, Commercial: 757 599-1117, or 800 722-0727.

(2) TOs will:

(a) Determine use of transportation assets IAW provisions of this Regulation, Part I, Part II, and DOD Component regulations.

(b) Using best-value concept, select carriers for all shipments except as listed below. Carrier selection must be from DOD-qualified carriers or tenders and tariffs approved for DOD use. When TOs desire assistance, requests will be submitted to SDDC or CDR. Exceptions to this routing authority are listed below:

1 The Defense Courier Service IAW DODD 5200.33, Defense Courier Service (DCS) will route Top Secret shipments.

2 Drive-away/truck-away service.

3 When MOUs are used for or supplemented by commercial transportation resources during national or regional transportation emergencies, provisions of this Regulation, Part II, Chapter 201, apply.

(c) Request assistance from Service HQs when permits cannot be obtained.

(d) Ensure necessary road use permits for movement of oversized/overweight equipment and convoy operations are obtained from the state authorities (in coordination with the Mobilization Movement Control Program State Defense Movement Coordinator). Phone numbers and addresses for military and state points of contact can be found in SDDCTEA Publication, Directory of Highway Permit and MOBCON Officials. This directory can be obtained through SDDCTEA; DSN: 927-4313, Commercial: 804 599-1117. See Appendix F for guidance/assistance in obtaining permits for organic equipment or call SDDCTEA at the above numbers. When a carrier is unable to obtain permits, assistance can be requested from SDDC-OPC, Commercial: 800 524-0331 or DSN: 826-8111.

(e) When shipping empty towable tank trailers, TOs will enter in the "Remarks" space on DD Form 1085, Domestic Freight Routing Request and Order, Figure 303-10, a full description of the product previously transported or stored in the tank trailer.

(3) MO will:

(a) Coordinate with the TO for commercial transportation support.

(b) Ensure unit cargo and equipment is prepared for transport. Guidance on securing general cargo and wheeled and tracked vehicles on cargo vehicles is contained in SDDCTEA Pamphlet 55-20. This publication is pocketsize (approximately 7" x 5") to afford maximum utility in the field. Copies can be obtained by writing or calling SDDCTEA at the address cited in Paragraph E.2.a above.

(c) Arrange for MHE and other logistic support.

(d) Supervise loading of cargo and equipment.

(e) Ensure documentation is prepared.

(f) Coordinate security and communications for convoy operations.

(g) Comply with call-forward instructions.

(h) Ensure route maps are provided to each driver.

DOMESTIC FREIGHT ROUTING REQUEST AND ORDER

(All items must be completed or otherwise explained. See Instructions on back of this page.)

TO *(Name, Address and ZIP Code of Routing Authority)*	1. REQUESTING AGENCY IDENTIFICATION NUMBER	2. DATE OF REQUEST *(YYYYMMDD)*
	3. DATE SHIPMENT AVAILABLE FOR LOADING	4. TRANSPORTATION PRIORITY AND REQUIRED DELIVERY DATE
FROM *(Name, Address and ZIP Code of Requesting Agency)*	5. F.O.B. CONTRACT TERMS AND EXPIRATION DATE	

6. COMPLETE COMMODITY DESCRIPTION, NSN, AND FREIGHT NOMENCLATURE AS SHOWN IN MILITARY FREIGHT CLASSIFICATION GUIDE SYSTEM WITH UFC, AND/OR NMDC ITEM NUMBER, INCLUDING NUMBER AND KIND OF PACKAGES

7. EQUIPMENT	NUMBER	SIZE	TYPE	8. GROSS WEIGHT
a. CARS				
b. TRUCKS				9. TOTAL NUMBER OF CUBIC FEET
c. BARGES				
d. CONTAINERS				

10. CONSIGNOR *(Show actual shipper)*

11. CONSIGNEE(S) *(Name and Address)*	12. ORIGIN *(Show actual shipping point)*	
	13. DESTINATION *(Show actual point of delivery)*	

14. RAIL CARRIER SERVING	c. PRIVATE SIDING YES	c. PRIVATE SIDING NO	d. IF NO PRIVATE SIDING, INDICATE NEAREST POINT OF DELIVERY
a. CONSIGNOR			
b. CONSIGNEE			

15a. IF "TRANSIT FREIGHT" SHOW INBOUND REFERENCES

(1)

(2)

(3)

b. DISABILITY COSTS AVAILABLE *(Paragraph 202015.a(2)(e). Military Traffic Management Regulation)*

NO ☐ YES ☐ *(If "YES," furnish in "Remarks" below.)*

16. REMARKS *(Include any other pertinent information which would affect aggregate delivered costs or selection of carrier or mode.)*

17. TYPED NAME AND TITLE OF REQUESTOR	18. OFFICE PHONE AND EXT.	19. SIGNATURE

1ST ENDORSEMENT *(Valid for 30 days unless otherwise indicated)*

20. TO:	21. DATE OF RESPONSE *(YYYYMMDD)*	22. ROUTE ORDER NUMBER *(Must be shown on each BILL OF LADING)*

23. ROUTES AUTHORIZED FOR SHIPMENT(S)

24. APPLICABLE RATE INFORMATION			25. REMARKS
RATE(S) *(Cents per 100 lbs.)* a.	MINIMUM WEIGHT *(Pounds)* b.	TARIFF OR OTHER AUTHORITY c.	
			26. NAME AND TITLE OF ISSUING OFFICER *(Please type)*
			27. SIGNATURE OF ISSUING OFFICER

DD FORM 1085, SEP 1998 (EG) PREVIOUS EDITION IS OBSOLETE. Designed using Perform Pro, WHS/DIOR, Sep 98

Figure 303-10. DD Form 1085, Domestic Freight Routing Request and Order

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